

**State of New Hampshire Job Posting
New Hampshire Liquor Commission
Enforcement Division
PO Box 503, Concord, NH 03301
Liquor Investigator I
Part Time, not to exceed 29 hrs/wk
Labor Grade: 19
Position # TMPPT5164
\$23.24 an hour
This position closes on September 2, 2016**

Summary:

To investigate all criminal and administrative matters contained in laws, including motor vehicle laws and local city and town ordinances, relative to the manufacture and sale of alcoholic beverages.

Responsibilities:

Enforces all liquor and beverage laws upon premises where liquor and beverages are lawfully sold, stored, distributed, or manufactured.

Conducts administrative investigations based on self-initiated case development and outside complaints. Insures licensee compliance with Title XIII by conducting premise inspections and surveillance, and by creating and participating in specialized enforcement operations.

Conducts complex investigations of criminal activity connected to the operations of licensed establishments to gather evidence of violation, misdemeanor and felony crimes for criminal and administrative prosecution.

Conducts on-site surveys to insure compliance with laws relating to youth access to tobacco.

Interviews complainants and witnesses and interrogates suspects for the purpose of obtaining evidence and/or admission of guilt.

Interfaces with the public, businesses, federal, state, and local officials, providing positive public relations.

Educates and develops training programs for new and existing liquor licensees. Conducts training for Liquor Investigators and other law enforcement agencies.

Prosecutes violation and misdemeanor criminal offenses in District Court. Read, writes, responds to and comprehends legal and non-legal documents, examines and compiles evidence to be used in criminal court cases.

Utilizes proficiency in administrative law and procedure in support of the Division's licensing functions, by conducting regular inspections and inspections for the issuance of new and renewed liquor licenses.

Assists other agencies, at times as the first responder, with situations out of the scope of Title XIII; recognize, respond and act to any criminal offense occurring in one's presence in accordance with NH RSA 179:59.

Other information:

MINIMUM QUALIFICATIONS:

Education: Associate's degree or 60 credit hours from a recognized college, university or technical institute with a major study preferably in criminal justice or the equivalent.

Experience: No experience required.

OR

Education: High school diploma or G.E.D. equivalent.

Experience: Three years of full-time employment as a certified police officer in a recognized jurisdiction or as a corrections officer, or three years of experience in the military on full-time active duty with an honorable discharge, or a combination of the three occupations totaling three years.

License/Certification: Upon appointment, candidate must obtain a New Hampshire driver's license in compliance with New Hampshire statutes and maintain for duration of employment.

SPECIAL REQUIREMENTS:

1. Must be at least 21 years of age and a U.S. citizen upon application for position.
2. Must be willing to accept employment anywhere in the state.
3. Must pass polygraph examination, psychological examination and fitness standards prior to employment.
4. Before the probationary period expires, appointees shall successfully complete a training program certifying the appointee as a police officer which satisfies all applicable provisions of RSA 188-F: 27, and rules of the N.H. Police Standards and Training Council. A Liquor Investigator I must maintain all requirements for certification as a police officer in New Hampshire.
5. The probationary period for Liquor Investigator I is one (1) year.

RECOMMENDED WORK TRAITS: Considerable knowledge of the State Alcoholic Beverage laws, criminal law and procedure as well as State and Federal Constitutional protections. Considerable knowledge of the methods and techniques of criminal investigations and law enforcement operations. Ability to ascertain facts and secure evidence by personal contact and observation. Ability to cope with difficult enforcement problems firmly and tactfully. Ability to take decisive action based on common sense and good judgment. Ability to express ideas and clearly and concisely in oral and written form and speak effectively before groups of people. Ability to establish and maintain effective relationships with other law enforcement officials, business proprietors, and general public. Ability to exercise tact, diplomacy, and impartiality in relation with others. Ability to give adequate consideration to detailed matter. Ability to write reports of facts gathered during an investigation. Ability to testify before courts, administrative bodies, and grand juries. Must be willing to maintain appearance appropriate to assigned duties and responsibilities and determine by the agency appointing authority.

In addition, applicants will be subject to a reference and criminal background check.

For further information please contact: Cathy Thornton hr@liquor.state.nh.us 603-230-7052

EOE

TDD Access: Relay NH 1-800-735-2964